



**DEPARTMENT OF HUMAN SERVICES**  
**SENIOR & DISABLED SERVICES DIVISION**  
**500 Summer Street NE**  
**Salem, Oregon 97310-1015**  
**Phone: (503) 945-5811**

**AUTHORIZED BY:** \_\_\_\_\_  
**SDSD Administrator/Deputy/  
Assistant Administrator**

**INFORMATION MEMORANDUM**  
**SDSD-IM-00-10**  
**Date: January 7, 2000**

**TO:** SDSD District and Unit Manager  
AAA Directors

**SUBJECT:** DHR Seminar Partial Schedule for 2000

**INFORMATION:** This IM transmits the DHS Seminar Schedule. The location of each seminar is the DHS Employee Development Team offices, 4074 Winema Pl NE, Suite 201 in Salem. Seminars are as follows:

<b>Training Design &amp; Presentation Skills</b> (five-day training)	January 10 January 11, 12, 13 January 14	1:15 - 5:00 p.m. 8:15 a.m. - 5:00 p.m. 8:15 a.m. - noon
<b>Developing Capable People</b> (participants must attend all five sessions).	Session 1 Jan 13 Session 2 Jan 20 Session 3 Session 4 Session 5	8:15 a.m. - 2:00 p.m. 8:15 a.m. - 4:00 p.m. Dates not available as of 12/28/99. Anyone interested in this training, call Lucille Pugh (503)945-5834.
<b>Team Problem Solving</b>	February 9 June 7 September 13 November 8	8:15 a.m. - noon 8:15 a.m. - noon 8:15 a.m. - noon 8:15 a.m. - noon
<b>Outstanding Customer Service in DHS</b>	January 19 March 15 May 3 August 30	8:15 a.m. - noon 8:15 a.m. - noon 8:15 a.m. - noon 8:15 a.m. - noon

**COST:** Seminars are free to DHS employees and their community partners. The individual employee or the unit of assignment is responsible for the costs associated with the seminars, including meals, lodging and transportation.

**REGISTRATION:** The registration form is attached (copies may be made locally). Registration may be submitted directly to the DHS Employee Development Team at the address included on the registration.

**CONTACT PERSON:** DHR Employee Development Team (503) 378-3886  
Lucille Pugh (503) 945-5834

# REGISTRATION

Name \_\_\_\_\_ City State ZIP \_\_\_\_\_

Agency Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Agency Address \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

If you have a disability and need some form of assistance to participate effectively in the training, please let us know. Call (503) 378-5885 (voice) or (503) 945-6214 (TTY).

Date of Class \_\_\_\_\_ Name of Class \_\_\_\_\_

**Mail or fax this form to:**

DHS Employee Development Team  
4074 Winema Pl NE, Suite 201  
Salem, OR 97305-4403  
Fax: (503) 378-8994

You can register by phone! Call (503) 378-3886.

EDT will confirm your registration and the location of the sessions via fax, mail or e-mail.